

CMH WAIVER APPLICATION PROCESS

- I. Family contacts an Income Maintenance (**IM**) worker at their local DHS office and states they would like to apply for the Children's Mental Health (**CMH**) Waiver.
 - The income maintenance worker will explain the program and answer any questions the family may have.
 - The family will be asked to sign a statement, *Verification of HCBS Consumer Choice*, or write a statement that they are choosing Home and Community Based Services.
 - If the child/youth is **not Medicaid eligible** at the time of application, a *Health Services Application* will be completed. If the child/youth is **already Medicaid eligible**, a *Health Services Application* is not needed unless it is necessary to complete as a part of the annual review or re-determination due to change in circumstances.
- II. The IM worker contacts the HCBS slot manager for verification of funding slot availability.
 - If there is **not a funding slot available**, the HCBS slot manager will place the child/youth's name on the CMH Waiver waiting list and will contact the income maintenance worker that there is not a funding slot available.
 - The IM worker will issue a Notice of Decision (NOD) to the family that states the waiver is denied for lack of a funding slot.
 - When **a funding slot becomes available**, the HCBS slot manager will contact the IM worker.
 - The IM worker will contact the family regarding the availability of a funding slot. The family has 30 days to respond to the IM worker - indicating whether or not they would like to continue the CMH Waiver application process.
- III. The IM worker obtains financial information from the family to determine the child/youth's Medicaid eligibility.
- IV. A Medicaid targeted case manager (**TCM**) near the child/youth's home county will be assigned to work with the family. The TCM will contact the family to schedule a meeting with the child/youth and parents to complete a level of care assessment. This assessment must be completed for the child/youth as one of the eligibility requirements for the CMH Waiver. At the time of this meeting, the family will also need current documentation within the past twelve months from a psychiatrist, psychologist, or certified mental health professional that the child/youth has a mental health diagnosis of serious emotional disturbance (**SED**).
- V. The TCM will send the completed assessment and the verification of SED diagnosis into the Iowa Medicaid Enterprise (**IME**) Medical Services. IME Medical Services will review the documentation submitted and make a determination if the child/youth meets level of care.
- VI. After the level of care determination has been completed, the TCM will contact those to be included, and convene an interdisciplinary team (**IDT**) meeting. The interdisciplinary team is comprised of: the child/youth, parents, TCM, mental health professional, service provider staff, (if known), and other support persons chosen by the youth and family. The IDT will determine what services are needed, the amount of service to be provided and the provider(s) of those services.
- VII. The TCM will write a service plan based on the decisions of the interdisciplinary team. The service plan will include all CMH Waiver and non-waiver services that the child/youth will receive, the start dates, the units of service, and the providers for each service.
- VIII. The IM worker will verify that the child/youth is Medicaid eligible.
- IX. The TCM will issue Notices of Decision (**NOD**) to the family that CMH Waiver services are approved and to the service providers that services are authorized to begin.